

April 2, 2014

Pcard-04-2014: Clarifications on Completing the Convenience Checks Required Fields in Access Online

This information is being sent on behalf of Felando (Phil) Johnson, Program Manager, Charge Card Service Center

APCs,

The CCSC would like to thank the agencies and the charge card community for their improvements in entering data on the **Comments** tab page in Access Online. To further assist you with this effort, this communication focuses on the **Conv Ck Mer Info / #Waiver** field by showing incorrect/correct data collected from January and February 2014 and provides additional guidance and instructions for this field. The end of this communication provides statistics gathered from the January and February 2014 data focusing on the two required fields for convenience checks.

Note: The tax data collected in these required fields, **TIN#** and **Conv Ck Mer Info / #Wavier** fields, is not optional and going forward CCSC is reviewing all convenience checks data entered on the **Comments** tab in Access Online for compliance.

Clarifications on syntax/formatting of the information entered in the **Conv Ck Mer Info / #Wavier** field using merchant information from Access Online from the training given in December 2013.

Do not separate the address information (include the P.O. Box, room, floor, and suite information with the street address information) -----
Incorrect: Paul Conover;225 W Main;P O Box 99;Ferron;UT;84523;7
Correct: Paul Conover; 225 W Main P O Box 99 ;Ferron;UT;84523;7
Incorrect: Opheim-Booth Repair;39374 Hwy 2;Box 66;Thedford;NE;69166;6
Correct: Opheim-Booth Repair; 39374 Hwy 2 Box 66 ;Thedford;NE;69166;6
Incorrect: Kansas Secretary of State;1st Floor Memorial Hall;120 SW 10 th Avenue;Topeka;KS;66612;6
Correct: Kansas Secretary of State; 1st Floor Memorial Hall 120 SW 10th Avenue ;Topeka;KS;66612;6
Incorrect: Paul Bunyan MLS Inc.;9052 E 13th Street;Suite D;Cadillac;MI;49601;1
Correct: Paul Bunyan MLS Inc.; 9052 E 13th Street Suite D ;Cadillac;MI;49601;1
Do not separate the merchant name -----
Incorrect: Amy Godar;DBA Tazco Cleaning Service;P.O. Box 314;Jerseyville;IL;62052;7
Correct: Amy Godar DBA Tazco Cleaning Service ;P.O. Box 314;Jerseyville;IL;62052;7

Only use the two-character state abbreviation

Incorrect:

Amy Godar DBA Tazco Cleaning Service;P.O. Box 314;Jerseyville;Illinois;62052;7

Correct:

Amy Godar DBA Tazco Cleaning Service;P.O. Box 314;Jerseyville;**IL**;62052;7

Additional examples of how to enter correct information in the **Conv Ck Mer Info / #Wavier** field based on training previously provided using merchant information from Access Online from the training given in December 2013.

Use semicolons to separate the information.

Incorrect:

Perkins County Register of Deeds,PO Box 127,Bison,SD,57620;07

Correct:

Perkins County Register of Deeds;PO Box 127;Bison;SD;57620;07

Enter correct information into the field (do not include the check number (if you must, place as the *last* piece of information in this field)).

Incorrect:

Ck # 1160; City of Amarillo; PO Box 1971; Amarillo; TX; 79105; 6

Correct:

City of Amarillo; PO Box 1971; Amarillo; TX; 79105; 6

Correct:

City of Amarillo; PO Box 1971; Amarillo; TX; 79105; 6; CK #1160

Place a semicolon between the city and state

Incorrect:

Jenny Moore;1842 NE 60th Ave;Portland OR;97213;6

Correct:

Jenny Moore;1842 NE 60th Ave;Portland;OR;97213;6

Only use the five-digit Zip Code

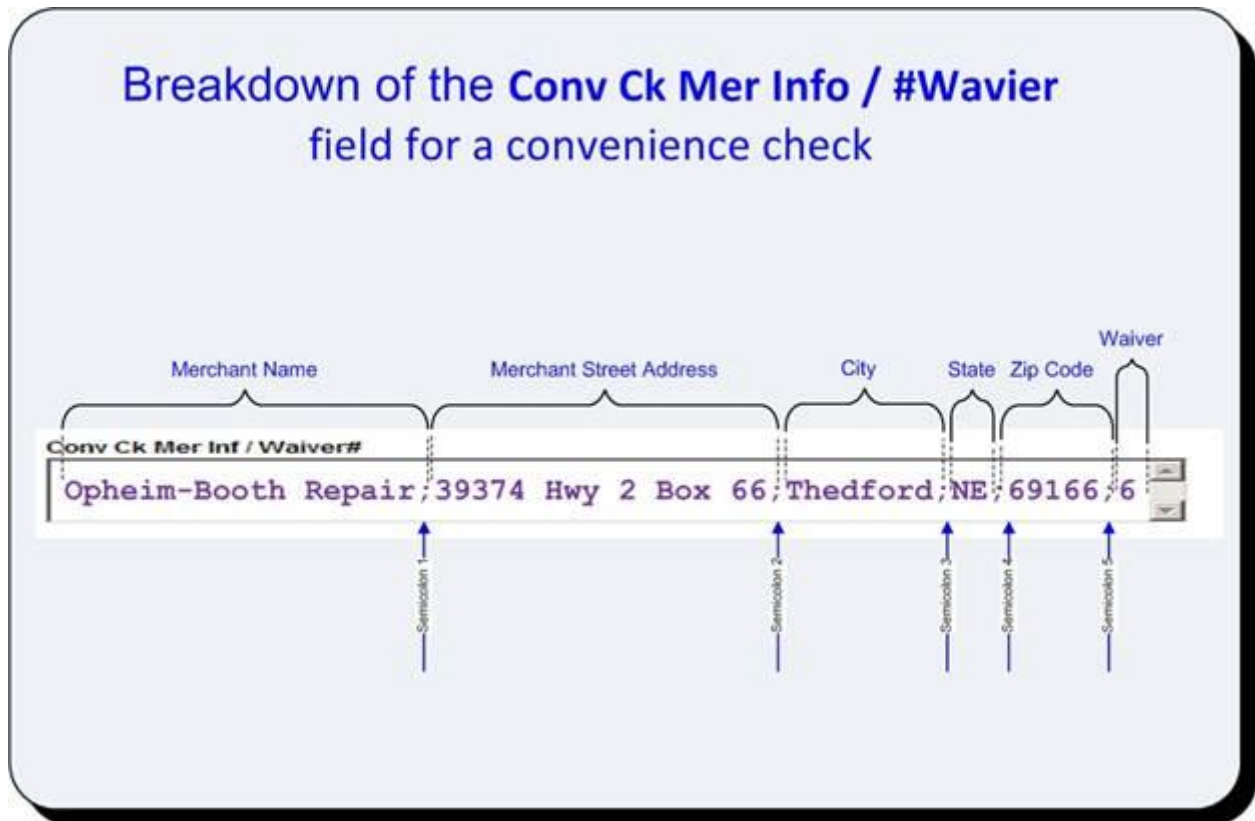
Incorrect:

Paul Conover;225 W Main P O Box 99;Ferron;UT;84523-1123;7

Correct:

Paul Conover;225 W Main P O Box 99;Ferron;UT;**84523**;7

Use the following picture of the breakdown of the **Conv Ck Mer Info / #Waiver** field to better enter the information for this field.



The following provides Convenience Check Statistics for January and February 2014 data.

Statistics for Convenience Checks	01/2014 #	01/2014 %	02/2014 #	02/2014 %
# of Convenience Checks Written	1,618		1,516	
Incorrect TIN# and/or Conv Ck Mer Info / #Waiver fields	1,495	92.4%	1,358	89.6%
Correct TIN# and/or Conv Ck Mer Info / #Waiver fields	123	7.6%	157	10.4%
Issues with the Conv Ck Mer Info / #Waiver field (and possible other errors), but no issues with the TIN# field	561	34.7%	485	32.0%
Issues with the TIN# field such as invalid tax ID, extraneous data in the field (there could also be possible errors in the Conv Ck Mer Info / #Waiver field)	916	56.6%	838	55.3%
Almost correct but had issues with either an invalid state code or extra separators in Merchant name section of the field	18	1.1%	35	2.3%

In addition, the CCSC would like to remind everyone that to write a convenience check, you must meet the requirement of at least one DCIA Waiver. You can find information on the DCIA Waivers at:

- [DCIA Waivers](#)
- [CCSC Waivers Training](#)

Thank you for your cooperation and improvements on the data entered into the Comments field of Access Online, specifically the convenience check required fields.

CCSC